

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, December 9, 2020 in the Theatre Gallery at Lethbridge Public Library Main Branch.

Present from the Board: Allan Quinton, Wendy Kalkan, Sean Hubbell, Heather Woodruff, Mike Maguire, Linda Erickson, Craig Brown, Mark Campbell, James Chymboryk,

Regrets from the Board: Jennifer Gullage-Payne

Absent from the Board:

Present from Administration: Terra Plato (*CEO*)
Michelle Dyke (*Senior Manager: Public Services*)
Debi Charlesworth (*Manager: Corporate Services*)

Recording Secretary: Kat Short (*Executive Assistant*)

Guests:

1. CALL TO ORDER

- The Chair called the meeting to order at 5:31 pm

1.1. Acknowledgement statement

The Lethbridge Public Library acknowledges that we are on Blackfoot land and would like to give recognition to the Blackfoot people past, present and future

2. APPROVAL OF THE AGENDA

MOVED by Trustee Brown and SECONDED by Trustee Chymboryk that the December 9, 2020 Board Meeting Agenda be approved as presented

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – November 12, 2020

MOVED by Trustee Chymboryk and SECONDED by Trustee Woodruff that the minutes from the November 12, 2020 Board meeting be approved as presented

CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1. Reports of Standing committees

4.1.1. Advancement

- No report

4.1.2. Board/CEO Relations

- The meeting was held via emails as the CEO was on vacation. The CEO contract has been completed and signed as well as her performance evaluation.

4.1.3. Finance

- The Finance Committee met and presented the report for information. The report includes information on the Library's hotspot and Chromebook lending program. Also included is information on the Materials Recovery proposal made at the November Board meeting. The report includes answers, provided by the CEO, to the questions raised at the November Board meeting around late fee assessments and the number of people who stopped using the library, its resources, and didn't return borrowed items.

MOVED by Trustee Hubbell and SECONDED by Trustee Campbell that the Board approve a withdrawal of \$12,000 from the Walkey Endowment fund to support the hotspot and Chromebook lending program

CARRIED

MOVED by Trustee Hubbell and SECONDED by Trustee Brown that the Board approve the creation of a \$90,000 BAU from the 2020 Library surplus to support the elimination of overdue material fines for 2021 and 2022

**One opposed
CARRIED**

4.1.3.1. Variance Report

- The only change to the report is ongoing labour recovery and the addition of the 90,000 BAU

4.1.4. Governance

- No report

4.1.5. Strategic Planning

- No report

4.2. Chinook Arch Regional Library System Reports

- Trustee Woodruff presented. The book locker in Waterton has been installed, software is being installed and programmed; the Southern Alberta Library Conference will be online in 2021 and the Read awards have been suspended for 2021, the award money will be rolled into something else.
- Trustee Kalkan presented information. There is a forecasted surplus for the fiscal year end of December 31, and an equitable redistribution of the surplus is being looked at. There has been work done on the Corporate and employment leave policies and a Work from Home policy has been created. A motion was passed for Chinook Arch to implement a 5% reduction in their budget for 2021. There have been some changes to the membership and executive committee with a County of Lethbridge Councilor coming onboard. The next Board meeting will be held in April.

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- It was announced in the Chocolate that the recipient of the 2020 Lorax award is Dax Law. Dax works in the Children's Services department and the response to his win was overwhelmingly positive from staff.

4.4. Board Correspondence

- No report

4.5. Friends of the Library Update

- Trustee Kalkan presented. The Friends held their AGM in November via Zoom. There are two new board members and Vic Mensch is now the chair. Donations have been coming into the Friends in commemoration of members who passed away. They affirmed some money they had committed to for equipment in Theatre Gallery. Due to COVID there likely won't be a casino until 2023. Wendy encourages every Board member to donate and/or join the Friends.

4.6. Update from Council

- The budget has been tabled until Monday. Councilor Campbell thanked Terra for being on the phone when attempting to nail down details. There will still be amendments to the resolution but those shouldn't affect the library.
- Trustee Kalkan asked about the 5% Chinook Arch reduction and how that will affect LPL but there is no answer at this time.
- Last meeting on Monday, December 14 when budgets need to be approved.

4.7. Board Update to Council

- No report

4.8. Motion to Approve Written Reports "The Board accepts the written reports in Section 4 of the Agenda"

MOVED by Trustee Kalkan and SECONDED by Trustee Hubbell to approve the written and oral reports in Section 4 of the Agenda

CARRIED

5. ACTION MOTIONS ARISING FROM REPORTS

- No report

6. CEO CONSTRAINT COMPLIANCE REPORT

- Presented for information. The report includes information on updates to the Library's Attendance Management policy related to COVID. The Governance Committee will begin regular review of operational HR policies in 2021.

- The CEO informed on conversations with the union in regards to temporary layoffs. It is unclear at this time if the library will have to lay off staff during this most recent closure. CEO is working with the City on managing as few layoffs as possible while continuing to offer services.

MOVED by Trustee Kalkan and SECONDED by Trustee Erickson that the Board accept the CEO Compliance Report as presented

CARRIED

7. OTHER BUSINESS

7.1 Re-opening update

- The CEO gave updates on plans for the upcoming closure. The library will have more staff working from home and are working on those logistics. We will be running services as they are currently until closing Saturday at which time, the libraries will be closed but will continue to offer curbside and online services.

7.2 Library Code of Conduct/Bylaws

- The report includes proposed amendments to the Library bylaws and Code of Conduct. With cases of COVID rising, these would allow the Library the ability to enforce additional measures to protect the health and safety of staff and customers.

MOVED by Trustee Brown and SECONDED by Trustee Kalkan that the bylaw amendments be given a first reading.

CARRIED

MOVED by Trustee Brown and SECONDED by Trustee Woodruff that the bylaw amendments be given a second reading

CARRIED

MOVED by Trustee Chymboryk and SECONDED by Trustee Brown that the Board agree to allow the bylaw amendments be presented for a third reading

CARRIED

MOVED by Trustee Brown and SECONDED by Trustee Kalkan that the bylaw amendments third reading be approved

CARRIED

7.3 Materials Recovery model

- Presented for information. Trustee Brown made the suggestion that with the removal of fees in C.1, Schedule C-Penalties, Fines and Fees, it be eliminated and C.2 to be renamed as C

MOVED by Trustee Brown and SECONDED by Trustee Campbell that the Board approve the elimination of overdue materials fines (as outlined in the draft bylaw Schedule C

attached), effective January 1, 2021, and that the Board approve waiving of all overdue materials fines accrued prior to January 1, 2021.

**One opposed
CARRIED**

7.4 Council Budget Decisions

- Presented for information. The report includes information on the budget reduction initiatives for the Library approved by City Council to date. While we are still in a pandemic it is difficult to determine how the changes will be made. As they are laid out, they will not be relevant until the libraries are reopened and then will be based on community needs.

7.5 Library closure calendar 2021

- Presented for information. The report includes information, based on decisions made at City Council and with the new 2021 hours. The Library will hold all staff meetings the evenings both libraries are closed, the times and dates as yet to be determined

MOVED by Trustee Woodruff and SECONDED by Trustee Chymboryk that the Board accept the 2021 calendar of closures as presented

CARRIED

- The CEO brought forth a proposal asking the board that this having been a particularly difficult year, and only \$1017 of the approved amount of up to \$3500 for a staff Christmas party was used, if the unused amount could be gifted in some way to staff.

MOVED by Trustee Erikson and SECONDED by Trustee Campbell that the Board agree to give staff a gift in the amount of \$25

DEFEATED

MOVED by Trustee Kalkan and SECONDED by Trustee Woodruff that the Board approve up to \$2500 to be used for a staff appreciation event at an appropriate time

CARRIED

7.6 Schedule of Board meetings 2021

7.7 Departing board members

- The Board says good bye and thank you to outgoing Trustee Linda Erickson and council representative Campbell and wishes them good luck with all their future endeavors

8 IN-CAMERA ITEMS

9 ADJOURNMENT

MOVED by Trustee Erickson that the meeting be adjourned at 6:50 pm

CARRIED



Chair _____ Signature on file

Trustee _____ Signature on file

**NEXT REGULAR BOARD MEETING JANUARY 13, 2020 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM,
MAIN BRANCH**